

STATE LEGAL SERVICES AUTHORITY, UNION TERRITORY, CHANDIGARH.
ADDITIONAL DELUXE BUILDING, GROUND FLOOR, SECTOR-9, CHANDIGARH

The State Legal Services Authority, Union Territory, Chandigarh invites applications on prescribed format (attached herewith Annexure-A) from Indian citizens who fulfil the following essential qualification and other eligibility conditions as on 01.10.2018 to work as Project Coordinator and Project Assistant in the State Legal Services Authority U.T., Chandigarh purely on contractual basis initially for a period of 6 months which may be extended further for such period as per the decision of the Competent Authority subject to his/her satisfactory performance. However, the contract can be terminated at any point of time without any prior notice.

Sr. No.	Nomenclature of Posts	Qualifications and Experience	Number of posts	Honorarium
1.	Project Coordinator for District Legal Services Authority U.T., Chandigarh.	Master's Degree in Management/Social Work/Sociology/ Public Administration/Economics/ Political Science/Sociology etc. or a Degree in Law and having at least 5 years of experience in project planning and implementation.	01	Rs.45,000/- per month (all inclusive)
2.	Project Assistant for District Legal Services Authority U.T., Chandigarh.	Degree in any subject with 3 years experience and knowledge of MS Office (Excel, PowerPoint, Word etc). Preference will be given those having Diploma in Computer.	01	Rs.25,000/- per month (all inclusive)

1. Self attested copies of documents i.e ID Proof, Date of Birth Certificate, All Certificates of Educational Qualification/Experience, and other certificate relied upon are to be attached with the application form.
2. Last date for submission of application is 13.11.2018 till 05:00 P.M.
3. Any application received after the last date shall not be entertained under any circumstances. The SLSA U.T., Chandigarh shall not be responsible for any delay including of postal/courier services.
4. A candidate must not exceed the age of 45 years as on the last date of receipt of application and must be a citizen of India. No document except Certificate issued by the Registrar of Births and Deaths or Educational Certificates shall be admissible as a proof of date of birth. However, the condition of upper age limit may be relaxed by the Competent Authority in case of deserving candidate.

Sd/-

**Member Secretary,
State Legal Services Authority,
U.T., Chandigarh.**

PROJECT CO-ORDINATOR

Job Profile:

- i. Planning and execution of the schemes / activities taken up by the DLSA in the Legal Services camps including projection of financial requirements in consultation with the Secretary of the DLSA.
- ii. Identifying and coordinating with governmental and non-governmental agencies/institutes who are working for the similar target groups so as to facilitate the public in resolving their grievances.
- iii. To prepare plans relating to awareness and publicity programmes so as to promulgate the schemes of NALSA to large number of masses throughout the district and submit the same to the DLSA Secretary.
- iv. Coordination of implementation activities at the level of District Legal Services Authority under the supervision of DLSA Secretary.
- v. To suggest the requirement of PLVs and Panel Lawyers required for implementation of the schemes of NALSA and ensuring that the services of all the PLVs and Panel Lawyers are utilized to the fullest extent possible.
- vi. To plan and report to the DLSA Secretary, Schedules for periodic training of the PLVs for implementation of the schemes of various programme and ensure that the said PLVs are equipped with the required knowledge to carry out the said schemes.
- vii. To ensure that all the Legal Services Clinics opened in the district are functioning properly and that all the needs of the said clinics are fulfilled with the help of the Secretary, DLSA.
- viii. To supervise and monitor the work of the PLVs as well as, all others working with the Coordinators for the smooth running of the activities / schemes in the district assigned to them.
- ix. Undertake field visits to track the progress made in the implementation of all programmes.
- x. To ensure that all periodic reports (Monthly / Quarterly / Half yearly, Annually) are submitted within the time prescribed to the SLSA / NALSA.
- xi. To prepare report of the Authority about the status of the activities / schemes being implemented by the DLSA.
- xii. Any other task as assigned by the Member Secretary, SLSA.

PROJECT ASSISTANT

Job Profile:

- i. Provide secretarial assistance to the Project Coordinator in preparation of the documents, guidelines and follow up on all activities.
- ii. Maintain up-to-date records of all expenditures, prepare disbursement reports for all activities and administrative expenditures.
- iii. Drafting routine correspondences, making and responding to routine verbal/written enquires, collating and organizing the data and information related to programmes.
- iv. Data entering and maintenance of records including operational and logistic support for implementation of programme activities including organizing meetings and workshops and coordination of day to day activities.
- v. Provide back-up secretarial support for all the activities of SLSA including assisting in making travel, logistic arrangements, supervision of ancillary staff etc.
- vi. Assist Project Coordinator in handling of emails, sending and receiving messages on electronic or other means of communication and organize and systemize documentation and reference materials including classifying and sorting important papers, locating new reference materials as required, filing relevant papers etc.
- vii. Aid the Project Coordinator in formulating plans and policies for planning, implementation, supervising and controlling the execution of the activities / schemes formulated by NALSA.
- viii. Provide reports and information relating to various issues on instructions given by the Project Coordinator.
- ix. Any other task as assigned by Member Secretary of the SLSA or by the Project Coordinator.

Sd/-
Member Secretary
State Legal Services Authority
Union Territory, Chandigarh

10. Experience Details _____

11. Whether you have knowledge of computer operations: _____

12. Details of special course, workshop attended, if any: _____

13. Details of extra-curricular activities, if any: _____

Date:

Signature of Applicant

Place:

Declaration by the Applicant

- (i) I Certify that particular/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particulars(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.
- (ii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- (iii) I understand that if any column is left blank, my application can be rejected.

Date:

Place:

Signature of Applicant